

**Date:** June 13, 2008  
**To:** Pacific Gateway Workforce Investment Network Staff  
**From:** Bryan S. Rogers  
WIB Executive Director  
**Subject:** **INFORMATION BULLETIN: IB08-24**  
**WIA EDUCATIONAL AGREEMENT INVOICING PROCEDURES**

**EFFECTIVE DATE**

This bulletin is effective upon date of issue.

**PURPOSE**

This bulletin announces enhancements to the pay point schedule contained in the WIA Educational Agreement between the Pacific Gateway Workforce Investment Network (Network) and ETPL training vendors. These changes are intended to streamline invoicing processes and improve ITA budget projections.

Educational Agreement Amendments are in the process of being distributed to our existing ETPL providers for execution.

**REVISED PAY POINT SCHEDULE**

Effective July 1, training vendors shall submit invoices for payment in accordance with the new payment schedule explained below:

<b><u>Pay Point #1</u></b> – At the Beginning of Training (Following completion of 100 hours of training)	40%
<b><u>Pay Point #2</u></b> – At the Conclusion of Training	60%
	<hr/> 100%

All other items of the Educational Agreement remain the same. Invoices are due within fifteen (15) calendar days of the completed pay point. Network staff shall date stamp each invoice received.

**ADDITIONAL INFORMATION**

For questions and additional information, please contact Gary Flaxman, Operations Officer, at (562) 570-3732 or [gary\\_flaxman@longbeach.gov](mailto:gary_flaxman@longbeach.gov).

